

DEPARTMENTS OF THE ARMY AND AIR FORCE
Headquarters, Missouri National Guard
Ike Skelton Training Site
2302 Militia Drive
Jefferson City, Missouri 65101-1203

JFECC-J1

8 July 2002

MEMORANDUM FOR All State ADSW Managers

SUBJECT: Active Duty Special Work (ADSW) Tour Request – Maintenance Officer

1. Reference AR 135-200, Chapter 6.
2. Request active duty for special work (ADSW) tour for an O3.
 - a. Sponsor Unit : Joint Force Engineer Component Command.
 - b. Duty Location: Annette Island, AK.
 - c. Immediate Supervisor: Task Force Commander
 - d. Tour Dates: Start (1 Feb 03); End (19 Sep 03).
 - e. Length of tour: 231 days
 - f. Field Conditions: Field conditions apply while deployed to Annette Island.
 - g. Per-Diem: (no)
 - h. Billeting: Quarters available on Annette Island
 - i. OHA: Not authorized.
 - j. Rations: Rations available on Annette Island.
 - k. Travel: Travel paid by IRT P&A funds sent to soldier's home state from NGB.
 - l. Dependent Travel Authorized: no.
 - m. Rental Car Authorized: no.
 - n. COLA: COLA authorized at garrison rate while deployed to Annette Island.

3. Soldier qualifications:

- a. Experience required: Previous experience as a BN Maint Officer.
- b. Skills/qualifications required:
- c. Minimum military and civilian education required:
- d. Security clearance required:

4. Project justification:

a. The project to be completed is serve as Maintenance Officer for a joint task force conducting road construction operations in Southeast Alaska.

(1) By 1 March, the soldier will have completed familiarization with the task force maintenance and safety SOPs.

(2) From 1 March thru 19 September the soldier will work as the task force maintenance officer. Duties will include supervising parts ordering, dispatching, and licensing procedures. Supervise organizational and DS level repairs. Ensure the shop safety and environmental regulations are followed.

(3) This is an on-going IRT mission.

b. Assigned personnel, AGR, or DA Civilian, cannot accomplish this project because this is a joint task force conducting a mission IAW the parameters of the IRT program. No AGR personnel are assigned to this project.

c. The need for this project was created by DoD as part of the IRT program.

d. The project is vital to the function of this office and the ARNG for the following reason(s): This project is the largest IRT project currently being undertaken. Adequate staffing is vital to ensuring the success of this large undertaking.

5. Point of contact for this request is Jerry McDaniel, CPT, JFECC J1 573-596-1666.

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